



**DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD, SUITE 2533
FORT BELVOIR, VIRGINIA 22060-6221**

IN REPLY
REFER TO DO

March 8, 2004

**MEMORANDUM FOR DEFENSE LOGISTICS AGENCY (DLA) CORPORATE BOARD
DLA DIRECTOR'S STAFF
DIRECTOR, DEFENSE ENERGY SUPPORT CENTER (DESC)
ADMINISTRATOR, DEFENSE NATIONAL STOCKPILE CENTER (DNSC)**

SUBJECT: Defense Logistics Agency Women's Leadership Symposium

The Defense Logistics Agency is sponsoring a Women's Leadership Symposium (WLS) on May 12-14, 2004, at the Fair Oaks Holiday Inn, Fairfax, Virginia. Under the auspices of For Women's Advancement and Recognition at DLA (ForWARD) and the DLA Federal Women's Program, the symposium is being designed and executed by the WLS Steering Committee in coordination with the DLA Corporate Equal Employment Opportunity Office (DO).

The symposium's theme is "Moving Forward with Direction: Leadership-Professionalism-Teamwork." These three DLA managerial competencies were chosen by focus groups consisting of randomly selected DLA Headquarters female employees during the summer of 2003. This training will allow our employees, regardless of grade levels, to learn skills, concepts and strategies to build successful careers and help enable them to compete for our future leadership positions. The symposium will include a panel discussion and general and breakout sessions. Speakers include members of DLA's senior leadership team, employees, and contractors. A special guest speaker will be featured at lunch each day.

There are only 100 slots available for the WLS so selection will be done by a lottery. All ballots must be submitted by close of business April 8, 2004. I recommend that you or your designee draw the selectees for your organization. WLS is targeted for women; however, men are encouraged to participate.

A hard copy of the attached publicity package will be delivered to you today for distribution throughout your organization. The package includes a poster, flyers, and lottery procedures, allocations by organization, a ballot box, and ballots. It also includes a suggested endorsement for you to send to your workforce. Please provide the location of your ballot box and ballots to one of the points of contact listed below no later than Wednesday, March 10, 2004.

Ms. Brava Bartholomew 767-1612 J-4
Ms. Denise Young 767-1622 J-4
Ms. Terri Ryder 767-3420 J-3
Ms. Helen Robinson 767-6263 J-3
Ms. Joan Williams 767-5724 D

Ms. Jannet Gray 767-2399 DESC-C
Ms. Laverne Johnson 767-6491 DNSC-R
Ms. Antoinette Weber 767-1280 DSS-IF
Ms. Gilda Grant 767-1140 DO-S

**FAMIA J. MAGAÑA
Director of Equal Employment
Opportunity**

Attachments

